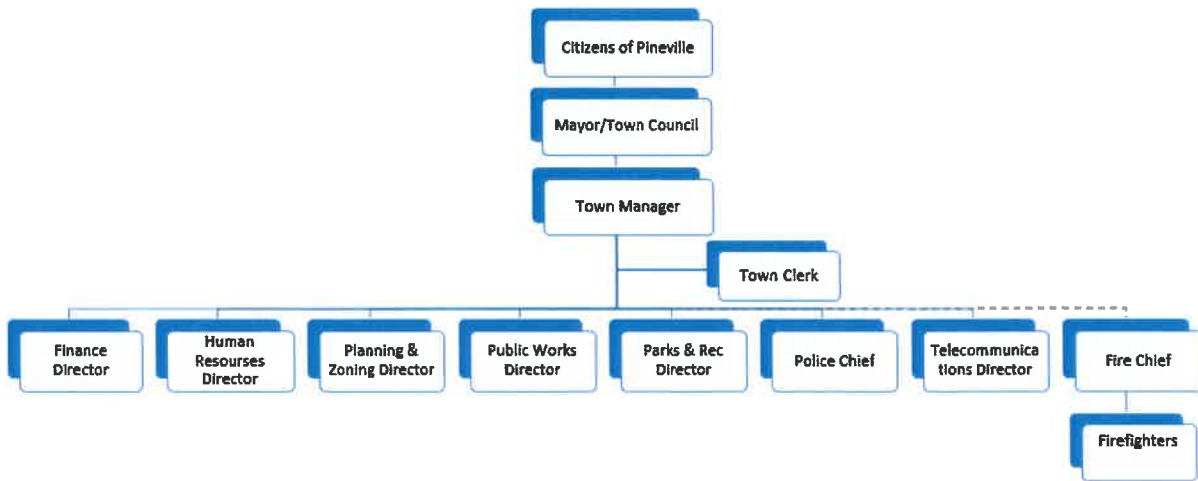


Managers/Supervisors-It is the responsibility of management to administer these policies in a consistent and impartial manner

Employees-All employees are expected to adhere to the standards of conduct and job performance and other conditions of employment specified in these policies and procedures.



EMPLOYEE STATUS DEFINITIONS

EMPLOYEE STATUS DEFINITIONS

For the purpose of this policy, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

A **full-time regular** employee works at least 40 hours per week and has successfully completed the six month introductory period with the exception of department heads, sworn police, and firefighters whose introductory period is one year.

A **part-time regular** employee works at least 20 hours, but less than 40 hours per week and has successfully completed the introductory period. (Employees who work 20 hours a week or more totaling 1000 hours per year are eligible for participation in the NC Retirement System & pro-rated sick and vacation leave. Part time employees who work 30 hours or more per week will be eligible for all benefits including pro-rated sick and vacation leave).

Introductory employee is a full time or part time regular employee who has not yet successfully completed the six month introductory period of employment. For Sworn officers, per State regulations, their introductory period is one year.

A **temporary employee** works either an average work week of less than 20 hours, or continuous employment of less than 12 months. Approval from the Town Manager is required for all temporary employees working three or more consecutive months.

A **trainee/apprentice** is an employee who is hired or promoted, but does not meet all the requirements for the position. During trainee status the employee remains in the introductory status until such time as they are able to meet the minimum requirements for the position.

Exempt employees are fulltime and part-time employees who have been classified as "Exempt" from overtime provisions, including compensatory time, of the Fair Labor Standards Act and are paid for the accomplishment of assigned accountabilities rather than being paid for the number of hours worked in a work week. An exempt employee must meet the requirements as determined and set forth by the Fair Labor Standards Act.

A **Non-exempt** employee is a fulltime and/or part-time employee whose work is generally routine with set standards and rules. In accordance with the Fair Labor Standards Act, employees are entitled to at least federal minimum wage for the first 40 hours worked and time and a half for any hours actually worked over 40 hours in the work week with the exception of Public Safety personnel. Overtime will be calculated based on the employee's actual hourly rate. If an employee records a total of forty hours of combined work and leave time in a work week, but has not actually worked 40 hours, they will receive straight time for those hours until they reach the actual forty hours worked. For Law Enforcement personnel, the work period is 28 consecutive days. Overtime for sworn police officers is defined as those hours worked exceeding one-hundred seventy one (171) hours within the 28-day period. For Firefighters, the work period is 24 consecutive days. Overtime for Firefighters is defined as those hours worked exceeding one-hundred ninety two (192) hours within the 24-day work period.

RECRUITMENT AND SELECTION

Department Heads shall notify Human Resources when a position becomes vacant in their department. The Human Resources Department will work with the Department Head concerning internal/external advertisements and shall advertise these opportunities for employment. Recruiting resources and efforts